

Export Inspection Council

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e-Health Certification System

User Manual for EIA (Authorized Officer) – Version 1.0

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1. Introduction

Export Inspection Council of India offers a fast and efficient e-Health Certification service for their approved seafood processing establishments. At present this facility is available only for the European Union (EU) approved processing establishments for consignments of marine products meant for export to EU only.

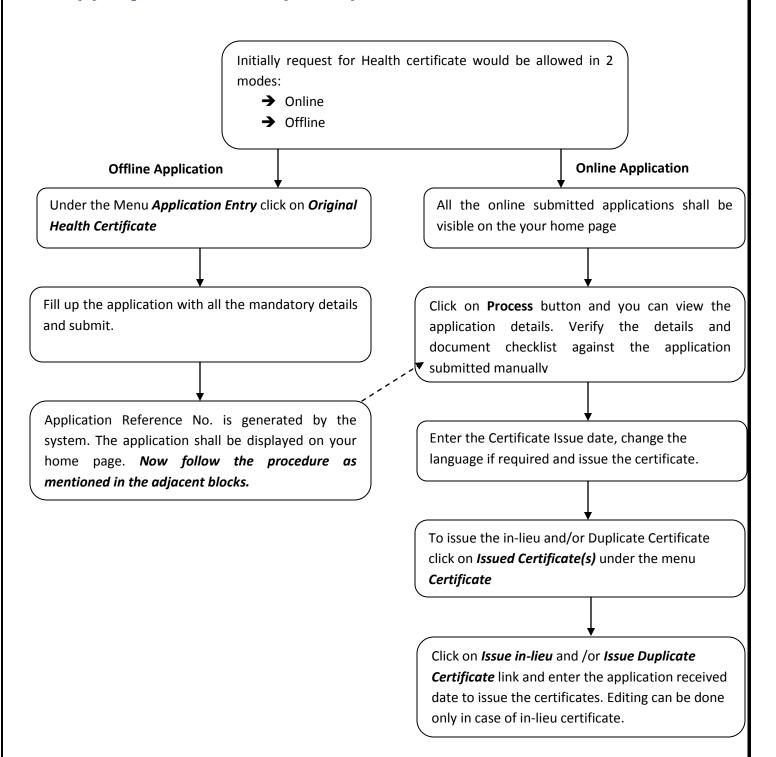
To avail this facility the approved establishment (if desires to have the health certificate for fishery products requirements laid down in Article 12(1) and (2) of Regulation (EC) No 854/2004 and contained in Part I.11. of the model health certificate for imports of fishery products intended for human consumption established in Appendix IV to Annex VI to Regulation (EC) No 2074/2005.) has to register themselves. For export to EU, establishment shall fill up an application form online (by using their User Name and Password), and then approach the nearest office EIA, along with enclosures, for collecting the original health certificate

EIA officials who are authorised by EIC shall login with their respective User Name and Password allotted to them to process the pending applications.

2(a) Steps to be followed to Issue Health Certificate

Sl.No.	Steps			
1.	Login details (Username & Password) of approved establishments for EU will be provided by EIC.			
2.	On receipt of the request for user ID and password from the approved establishment, EIA office shall provide the same to the authorized person of the establishment either on their registered E mail ID or by post.			
3.	The log in details (user name and password) shall be provided by EIC to all EIA officials who shall issue the health certificate.			
4.	E-health certification application can be accessed either through: EIC website www.eicindia.gov.in and click on the link "e-health certification"under the heading "Exporter Services" or e-health certification can be accessed directly through the site www.eiconline.in			
5.	Officer shall login into the system and verify the details filled by the establishment and also verify the originals submitted by the establishment. If the same is in line with Executive Instruction, the health certificate shall be issued. The details steps are stated in the subsequent sections.			

2(b) Steps to be followed (contd...)



3. How to access the system

The system can be accessed by using the link www.eiconline.in using any standard web browser like Internet Explorer, Firefox etc. All EIC Authorised officers stationed at EIA Head Office / Sub office have been given login details which comprises of a user id and password to login into the system.

In case you have forgotten the login details, contact EIC, HQ to retrieve the same.

Since it is a web enabled system, it can be used 24*7 by all the Authorised Officers.

Kindly peruse the guidelines mentioned in the subsequent sections of this document to use the system without any interruption.

4. How to Login

Enter the given user id and password in the respective fields for login. It will direct you to the Home page of the application.



5. How to use Authorized Officers Login

The Authorized officers can issue the health certificate for the given 2 scenarios:

- 5a. Issue health certificate for Applications submitted Online
- 5b. Issue Health certificate without an Online Application

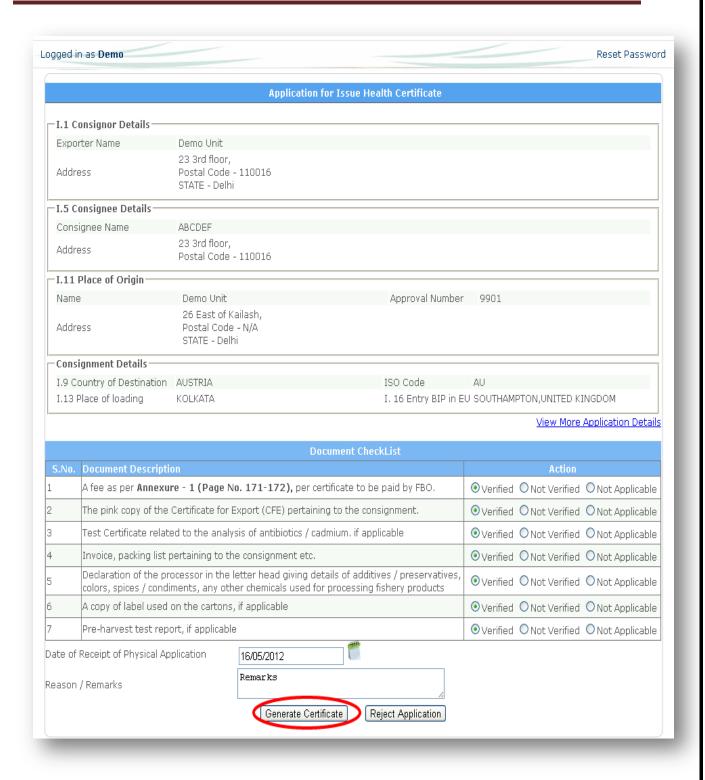
5a. Issue health certificate for Application submitted Online

Once the application for Health Certificate is submitted online by the authorized establishment of your jurisdiction, it will automatically be visible on your home page once you login.

The search options in the below figure helps the officers to search any particular application based on the Application reference number, Establishment Name and Period in which the application was submitted. If any one of the above detail is known just enter details in the respective field and click on the **Search** button, selected application will be displayed. To view all the applications submitted click on the **Show All** button.

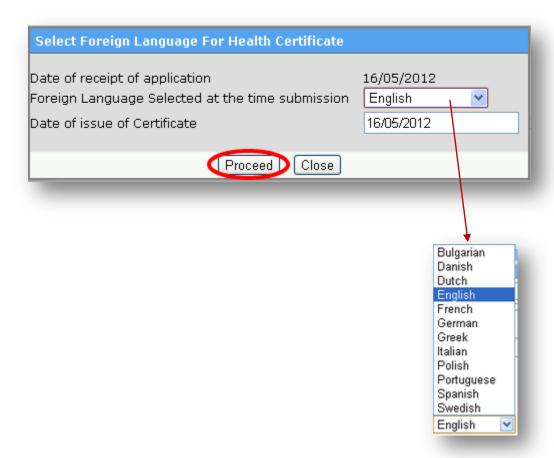


To issue the Original certificate for any particular application click on the **Process link** against that particular application. You will get the page below.



- Basic details of the applied certificate will be displayed at the top of the page. To view the complete application click on View More Application Details link.
- Select whether the Document descriptions are "Verified", "Not verified" or "Not acceptable" using option button.

- Click on the calendar and pick the "Date of Receipt of Physical Application".
- Enter the remarks in the respective box (if any).
- After filling up all the details click on the Generate Certificate button you will get the page below.



Foreign Language Selected at the time Submission: By default, the language which was selected at the time of submission of application will be highlighted. You can change the language by selecting any other language from the drop down.

Date of Issue of Certificate: Click on the box calendar will appear. Pick the date from it.

After filling up the details click on the **Proceed** button to issue the certificate. Once the certificate is issued no changes can be done in the same apart from issuing in-lieu of certificate. The below certificate will be displayed. (*Use IE 7.0 or above, Chrome browser*)

Note: If any EIA Office / Sub Office has more than one Authorized Officer, the application that has been submitted online shall be visible to all the officers. Once any of the officers has issued the certificate, it will be automatically moved to the Issued Certificate page. However, in- lieu and duplicate certificate can be issued by the same officer or any other officer.

	3		N COUNCIL OF INDIA MCA Cultural Centre				
1000	HEALT NTRY: India	TH CERTIFICAT	E FOR IMPORTS OF F	ISHERY PR	ODUCTS INTE	ENDED FOR HUMAN CONST	UMPTION Veterinary certificate to
	I.1. Consignor				I.2. Certificat	te reference number	I.2.a.
	Name	Dom	o Unit		EIA/DEL/	2012-13/00001	
	Address		rd floor, Delhi, INDIA		I.3. Central C	ompetent Authority	
	Postal Code 110016		Export Inspection Council of India				
	Tel. No.		(Ministry	of Commerce & Industry, G	Bovt. of India), NDYMCA Cul		
ŧ			Centre Building, 1 Jai Singh Road, New Delhi- 110001				
me					l	petent Authority	
ig					l	Inspection Agency - DELHI	4-11-1
consignment					(Ministry of Commerce & Industry, Govt. of India)		
8	I.5. Consignee				I.6.		
of dispatched	Name	Al	BCDEF				
ş	Address	23	3 3rd floor				
sp	Postal Code	1:	10016				
ē	Tel. No.	0:	123456789				
0							
Details							1
De	I.7. Country of origin	ISO code	I.8. Region of origin	Code	I.9. Country o		E I.10.
••	INDIA		NA		AUSTRI	A AU	
Part	INDIA	IN	INA INA	NA			
Δ.							
	I.11. Place of origin				I.12.		
	Demo Unit Name		Approval number 99	901			
	Address Of Francis	Pollock Bolks to	NIDTA				
	Address 26 East of	Kailash, Delhi, II	NDIA				
	I.13. Place of loading:	KOLKATA,INDI	Α.		I.14. Date of	departure:	
					26/05/2	012	
	I.15. Means of transpor				I.16. Entry B	IP in EU	
	Aeroplane	Ship 🔀	Railway W	/agon 🗌	sou	THAMPTON, UNITED KINGE	DOM,AUSTRIA
	Road Y	/ehicle 🗌	Ot	ther 🗌			
	Identification:	010045 0	- 1 - 04/0E/0040				
	Identification:	U12345, Dat	ed: 26/05/2012		1 17		
	Documentry reference :	012345, Dat	ed: 16/05/2012		I.17.		
						I.19. Commodity code (HS c	ode)
	I.18. Description of com	-	FRESH BLOCK FROZEN SEA CAUGHT PD, PUD AND HLSO S				
	FRESH BL	-			SHRIMPS	012345	
		-			SHRIMPS		
	FRESH BL	-			SHRIMPS	I.20. Quantity	S GR.WT.250000000KGS
	FRESH BI Remarks	LOCK FROZEN S			SHRIMPS	I.20. Quantity NET WT. 250000KG	S GR.WT.25000000KGS
	FRESH BI Remarks I.21 Temperature of Pro	LOCK FROZEN S	Chilled □			I.20. Quantity NET WT. 250000KGS I.22. Number of packages	S GR.WT.25000000KGS
	FRESH BL Remarks I.21 Temperature of Pro Ambien	oduct	Chilled	Fro	zen 🏻	I.20. Quantity NET WT. 250000KGS I.22. Number of packages 100 CARTON	S GR.WT,25000000KGS
	FRESH BI Remarks I.21 Temperature of Pro	oduct		Fro		I.20. Quantity NET WT. 250000KGS I.22. Number of packages 100 CARTON I.24. Type of packaging	
	FRESH BI Remarks I.21 Temperature of Pro Ambien I.23. Identification of c	oduct t ontainer / seal n		Fro		I.20. Quantity NET WT. 250000KGS I.22. Number of packages 100 CARTON	
	FRESH BL Remarks I.21 Temperature of Pro Ambien	oduct t ontainer / seal n	umber 012345/01	Fro		I.20. Quantity NET WT. 250000KGS I.22. Number of packages 100 CARTON I.24. Type of packaging	
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	FRESH BI Remarks I.21 Temperature of Pro Ambien I.23. Identification of c I.25. Commodities certi	oduct t ontainer / seal n	umber 012345/01	Fro	ozen 🖂	I.20. Quantity NET WT. 250000KGS I.22. Number of packages 100 CARTON I.24. Type of packaging 25 x 100.00 KGS /CA	
	FRESH BI Remarks I.21 Temperature of Pro Ambien I.23. Identification of c I.25. Commodities certi Human consum	oduct t ontainer / seal n	umber 012345/01	Fro	ozen 🖂	I.20. Quantity NET WT. 250000KGs I.22. Number of packages 100 CARTON I.24. Type of packaging 25 x 100.00 KGS /CA	arton
	FRESH BI Remarks I.21 Temperature of Pro Ambien I.23. Identification of c I.25. Commodities certi Human consum I.26	oduct t ontainer / seal n fied for	012345/01	Fro	ozen 🖂	I.20. Quantity NET WT. 250000KGS I.22. Number of packages 100 CARTON I.24. Type of packaging 25 x 100.00 KGS /CA	arton
	FRESH BI Remarks I.21 Temperature of Pro Ambien I.23. Identification of c I.25. Commodities certi Human consum	oduct t ontainer / seal n fied for	number 012345/01	Fro 2345	I.27. For imp	I.20. Quantity NET WT. 250000KGs I.22. Number of packages 100 CARTON I.24. Type of packaging 25 x 100.00 KGS /CA	arton
	I.21 Temperature of Pro Ambien I.23. Identification of c I.25. Commodities certi Human consum I.26 I.28. Identification of	oduct t ontainer / seal n fied for	number 012345/01	Fro 2345	ozen 🖂	I.20. Quantity NET WT. 250000KGs I.22. Number of packages 100 CARTON I.24. Type of packaging 25 x 100.00 KGS /CA	arton
	FRESH BI Remarks I.21 Temperature of Pro Ambien I.23. Identification of c I.25. Commodities certi Human consum I.26	oduct t ontainer / seal n filed for uption Nature of co	Approv	Fro 2345 al number of	I.27. For imp	I.20. Quantity NET WT. 250000KGS I.22. Number of packages 100 CARTON I.24. Type of packaging 25 × 100.00 KGS /C/	ARTON

II. Hea	lth attestation	II.a. Certificate reference number	II.b.			
		EIA/DEL/2012-13/00001				
II.1.	(¹)Public health attesta	tion :				
	I, the undersigned, decl	are that I am aware of the relevant provisions of Regulatio	ons (EC) No 178/2002, (EC) No 852/2004, (EC) No 853/200			
	and (EC) No 854/2004	and certify that the fishery products described above v	were produced in accordance with those requirements, i			
	particular that they:					
	— come from (an) establishment(s) implementing a programme based on the HACCP principles in accordance with Regulation (EC) No 852/2004;					
	— have been cau	ht and handled on board vessels, landed, handled and w	here appropriate prepared, processed, frozen and thawe			
	hygienically in compliance with the requirements laid down in Section VIII, Chapters I to IV of Annex III to Regulation (EC) No 853/2004;					
	— satisfy the health standards laid down in Section VIII, Chapter V of Annex III to Regulation (EC) No 853/2004 and the criteria laid					
	-	ion (EC) No 2073/2005 on microbiological criteria for foodst				
		aged, stored and transported in compliance with Section VI	II, Chapters VI to VIII of Annex III to Regulation (EC) N			
	853/2004;	ad in accordance with Continu T of Assess II to Describition (EC) N. 052/2004.			
		ed in accordance with Section I of Annex II to Regulation (E	•			
	— the guarantees covering live animals and products thereof, if from aquaculture origin, provided by the residue plans submitted in accordance with Directive 96/23/EC, and in particular Article 29 thereof, are fulfilled; and					
		rily undergone the official controls laid down in Annex III to				
II.2	(²)(⁴)Animal health att	estation for fish and crustaceans of aquaculture origin :				
II.2.1	```					
	and Yellowhead disease:					
	I, the undersigned official inspector, hereby certify that the aquaculture animals or products thereof referred to in Part I of this certificate:					
	(*)originate from a country/territory, zone or compartment declared free from (4)[EUS] (4)[EHN (4)[Taura syndrome] (4)[Yellowhead disease]					
	in accordance with Chapter VII of Directive 2006/88/EC or the relevant OIE Standard by the competent authority of my country,					
	(i)where the relevant diseases are notifiable to the competent authority and reports of suspicion of infection of the relevant disease must be					
	immediately investigated by the official services,					
	(ii)all introduction of species susceptible to the relevant diseases come from an area declared free of the disease, and					
77.00	(iii)species susceptible to the relevant diseases are not vaccinated against the relevant deseases]					
II.2.2	()() [Needunements for species susceptible to that indemotinage septendamia (410), Infectious indemotivation in the control of					
	salmon anaemia (ISA), Koi herpes virus (KHV) and White spot disease intended for a Member State, zone or compartment declared disease free or subject to a surveillance or eradication programme for the relevant disease:					
	•	ial inspector, hereby certify that the aquaculture animals or				
	(*)originate from a country/territory, zone or compartment declared free from (*)[YHS] (*)[IHN] (*)[ISA] (*)[KHY] (*)[White spot disering accordance with Chapter YII of Directive 2006/88/EC or the relevant OIE Standard by the competent authority of my country,					
	 (i) where the relevant diseases are notifiable to the competent authority and reports of suspicion of infection of the relevant dismust be immediately investigated mediately investigated by the competent authority,: 					
	(ii) all introduction o	f species susceptible to the relevant diseases come from an	area declared free of the disease, and :			
	(iii) species susceptible to the relevant diseases are not vaccinated against the relevant diseases]					
I.I.2.3	Transport and labelling	requirements :				
	I, the undersigned offic	ial inspector, hereby certify that: :				
II.2.3.1	•	referred to above are placed under conditions, including wit				
II.2.3.2	-	or well boat prior to loading is clean and disinfected or previ				
II.2.3.3	-	tified by a legible label on the exterior of the container, or				
1	tne relevantship's mani	fest, with information referred to in boxes I.7 to I.11 of Par	rt 1 or this certificate, and the following statement: :			

Page 2 of 3

er or tot or a co						
II. Health attestation	II.a Certificate reference number : EIA/DEL/2012-13/00001	п.ь.				
Notes						
Part I:						
	igin: For frozen or processed bivalve molluscs, indicate the	andretter was				
	70	production area.				
— Box reference I.11: Place of origin: name and address of the dispatch establishment. — Box reference I.15: Registration number (railway wagons or container and lorries), flight number (aircraft) or a						
******	the event of unloading and reloading.	, might number (aircraft) or name (ship). Separati				
10 mm	ropriate HS codes: 03.01, 03.02, 03.03, 03.04, 03.05, 03.06	. 03.07. 05.11.91. 15.04. 15.18.00. 16.03. 16.04. 16.05.				
	Вок reference 1.23: Identification of container/Seal number: Where there is a serial number of the seal it has to be indicated. Вок reference 1.28: Nature of commodity: Specify whether aquaculture or wild origin.					
	er live, chilled, frozen or processed.					
[10] 기계	actory vessel, freezer vessel, cold store, processing plant.					
Construction	activity activities in territories constructed beautiful beautiful activities and activities and activities and activities are activities are activities activities activities are activities activiti					
Part II:		LE U. T.				
(1) Part II.1 of this certificate agreements or other Communit	does not apply to countries with special public health to legislation.	certification requirements laid down in equivalence				
Commence and the second	thich means crustaceans no longer able to survive as livi					
	as living animals if returned to the environment from which	1600 W N				
: (15) : (15) [[[[[[[[[[[[[[[[[[[and eviscerated before dispatch.					
(c) aquaculture animals and p	roducts thereof, which are placed on the market for hun	nan consumption without further processing, provided				
	tail-sale packages which comply with the provisions for s					
0.20	processing establishments authorised in accordance with res or similar businesses which are equipped with an effl					
37. TO 10. 10. 10.	fluent is subject to other types of treatment reducing the	기계(사용)() - 현실(사용)() - 현실(사용) - 현실(사용) - 현실(사용)				
(e)	ended for further processing before human consumption or that purpose in accordance with Regulation (EC) No 853					
	Parts II.2.1 and II.2.2 of this certificate only apply to species susceptible to one or more of the diseases referred to in the title. Susceptible species are listed in Annex IV to Directive 2006/88/EC.					
(4) Keep as appropriate.						
	For consignments of species susceptible to EUS, EHN, Taura syndrome and/or Yellowhead disease this statement must be kept for the consignment to be authorised into any part of the Community.					
	ber State, zone or compartment (boxes 1.9 and 1.10 of P	3 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1 (1) 1				
	ase or with a surveillance or eradication programme es	마음 보다 보다 내가 있는데 내가 되는데 보다 되었다.				
	f these statements must be kept if the consignment co ne(s) apply(ies). Data on the disease status of each 1	[2] 시크 [1] [2] [2] [2] [2] [2] [2] [2] [2] [2] [2				
	a.eu/food/animal/liveanimals/aquaculture/index_en.htm					
— The colour of the stamp and si	gnature must be different to that of the other particulars	in the certificate.				
Official Inspector						
Name (in capital letters): EIADEL	HI Qualification and titl	ler i				
Date: 16/05/	2012 Signature:					
Stamp:						

5b. Issue Health certificate without Online Application

In case the processing establishment has not submitted a manual application, the Authorised officer can enter the application on it's behalf after the physical application has been received.

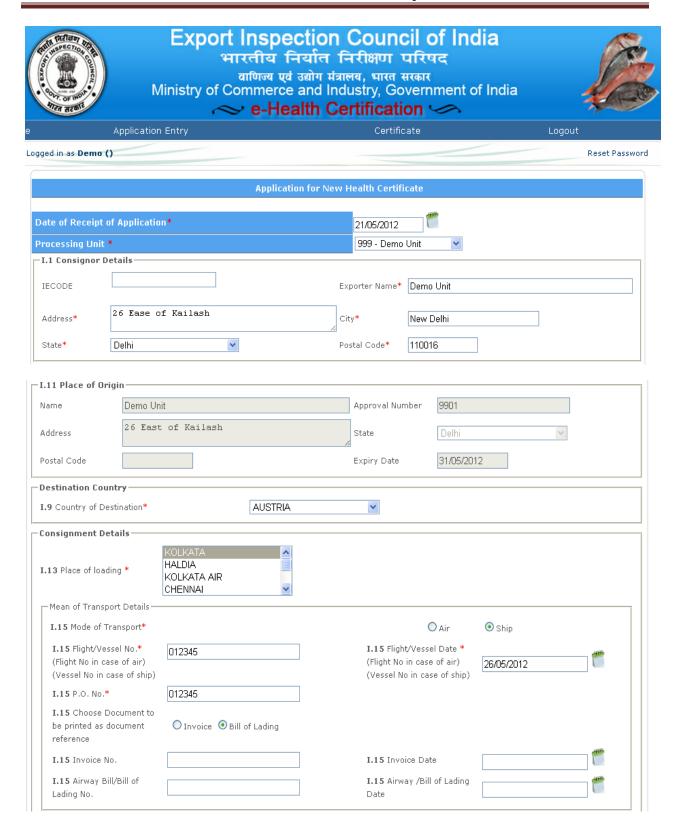
- Under the Menu Application Entry click on Original Health Certificate link in the drop down.
- You will get the page of "Application for original health certificate".

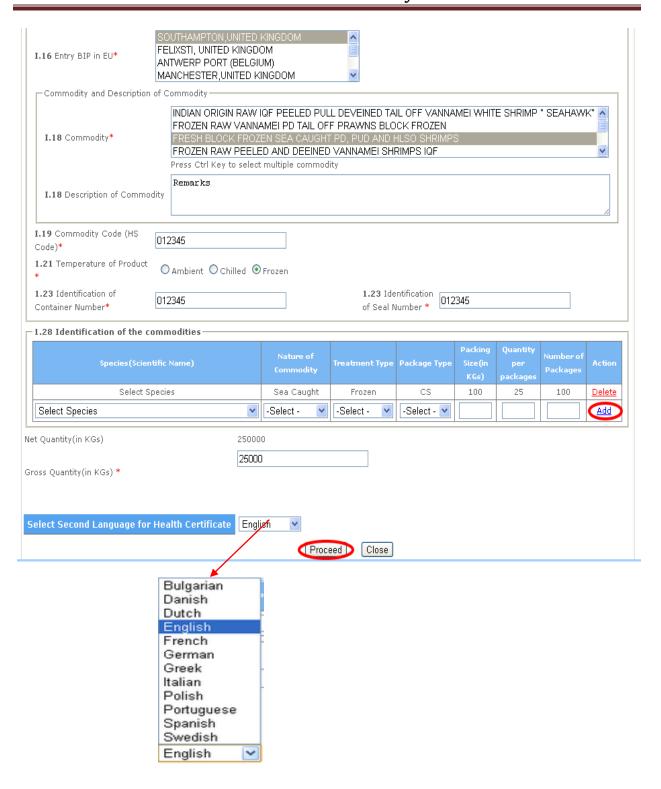


 The following screen will be displayed. Select the date of receipt of Physical Application and the Processing Establishment for which application needs to be submitted. Based on the selected Processing establishment, system will automatically fetch the relevant information for this establishment from the database like Address, Approval number etc.



• Enter the data for the information displayed in the application form as explained below:





Note:

- In the above page fields marked with * are mandatory.
- Date of Receipt of Application: Click on the calendar and pick the date from it.
- **Processing Unit:** Click on the box, you will get list of units as drop down. Select the respective one from it.

Details of the Application Form

- I.1. Consignor Details: Enter IE CODE, Exporter Name, Address, City, State and Pin code.
- I.5. Consignee Details: Enter Consignee Name, Address, Postal Code and Telephone Number.
- **I.11. Place of Origin:** Once the processing unit is selected Place of origin details will be automatically displayed.
- **I.9. Destination Country:** Click on the box you will get a list of countries as drop down. Select the designation country from the list.

Consignment Details

• **I.13**. Select the place of loading from the box.

Mode of Transport Details

- **I.15.** Select whether the mode of operation is **Air** or **Ship** using option button and fill the details accordingly. Use **Calendar** button to pick the date.
- **I.15. Choose Document to be printed as Document reference number:** Select invoice or Bill Lading using option button and enter the details accordingly. Use **Calendar** button to pick the date.
- I.16. Select the Entry BIP in EU from the box.
- **I.18.** Select the commodity type from the box and enter the description in the "Description of Commodity" box.
- **I.19.** Enter the commodity code in the respective box.
- **I.21**. Select the temperature of the product using option button and fill the details accordingly.
- **1.23.** Enter the identification of container number and seal number.
- 1.28. Identification of the commodities: You can select the Species, Nature of commodity, Treatment type and Package type by clicking on the respective box and from the drop down list. Enter the Packaging size, Quantity per packages and Number of Packages from the drop down list. After filling up all the details click on the Add button to update. You can also add more than one species.
- Once you enter the Species details "Net Quantity" will be automatically displayed. Enter the "Gross quantity" and proceed to next step.

- In case bilingual certificate is required, select Language for Health Certificate: Click on the box, you will get list of languages as drop down. Select the required one from the list.
- After filling up all the details click on the **Proceed** button. Application for health certificate will be submitted and below confirmation message shall be displayed with an Application reference number.



- Please make note of application number for tracking the application.
- Click on the Go Home button for returning to the home page of the Authorized officer login where you can view the submitted application.
- Procedure for Issuing certificate please refer section (5a)

6. Procedure to Issue in-lieu & Duplicate Certificate

Once an Original Health certificate is issued, it is displayed on the Issued Certificate page.

Under the Menu option Certificate click on the Issued Certificate link.

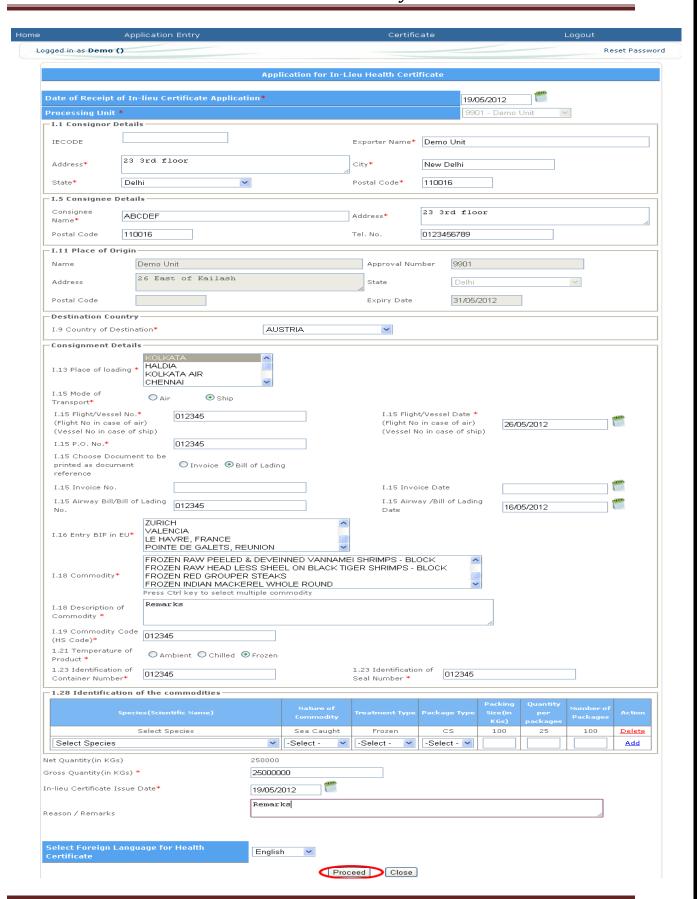


• Select Issued certificate from the drop down list, the next page will be displayed which contains the details of Issued certificate(s). With the below option you can Issue In-Lieu certificates, Issue duplicate certificates and also if necessary you cancel the certificates.

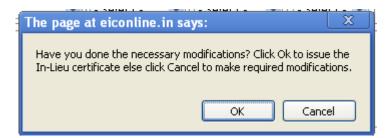


6a. Issue In lieu certificates

- To issue the **Issue In-Lieu certificate** for any particular issued certificate click on the **Issue In-Lieu Certificate** link against that particular application. You will see page given on next page.
- Select the date when the application for In-Lieu certificate was submitted by the establishment.
- Edit the details in the certificate.
- Click on the calendar and select the In-Lieu issuing certificate date from it.
- Enter the remarks in the respective box.
- Foreign Language Selected at the time Submission: By default, the language which was already displayed on the certificate will be highlighted. You can change the language by selecting any other language from the drop down.
- After Filling up all the details click on the **Proceed** Button.



Once the **Proceed** button is clicked, Confirmation box will be opened.



If the necessary modification is done then click on the **OK** button to issue In-Lie certificate else click **Cancel** button to do further modification.

6b. Issue Duplicate certificate



This option helps you to issue the duplicate certificate. To issue the duplicate certificate for any issued certicate, click on the **Issue Duplicate Certificate** icon of that particular certificate.

You will see the below page.



 Select the date when the application for duplicate certificate was submitted by the establishment.

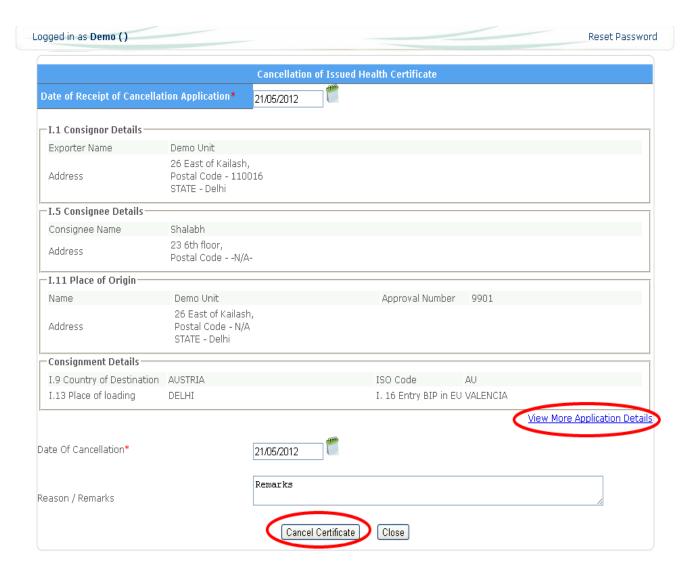
- Then select the Duplicate issue certificate date from the calendar & enter the remarks in the respective box and click on the **Submit** button.
- Confirmation box will be opened.



• Click on the **OK** button to issue the Duplicate Certificate else click **Cancel** to do further modifications.

7. How to cancel the issued certificates

To cancel any particular issued certificate click on the **Cancel Certificate** link against that particular application. You will see below page.



- Select the date when the application for canceling the certificate was submitted by the establishment.
- Select the Date of cancellation from the calendar, enter the remarks in the respective box and click on the Cancel Certificate button.
- Confirmation box will be opened.



Click on the **OK** button to cancel the issued Certificate else click **Cancel** to do further modifications.

8. Rejected Applications

To view the rejected certificates Mouse over **Certificate** button you will get a drop down of **Issued Certificate** and **Rejected Application(s)** as drop down. Select **Rejected Applications** from drop down you will get the below page.



The search options in the above figure helps the officers to search any particular rejected application based on the Application reference number, Establishment Name and Period in which the application was submitted. If any one of the above detail is known just enter details in the respective field and click on the **Search** button, selected application will be displayed. To view all the applications submitted click on the **Show All** button.

9. How to Print the Certificate

The issued certificate can be viewed under the Menu option Certificate > Issued Certificate(s)



Click on Certificate **pdf** link infront of the certificate to download the certificate in pdf format and click on Html to view the certificate in HTML format.

While taking the print kindly ensure the following:

- 1. Download pdf certificate to print
- 2. In printer setting set Page Scaling to "NONE"
- 3. Set Page Size as "A4"